

DUTY STATEMENT

Class Title: Office Technician (Typing)	Position Number: 809-175-1139-901
Unit: Contracts and Grants	
Section: Administration	
Branch: n/a	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Office Technician (OT) is responsible for a number of duties that support contractor reimbursement and fiscal tracking.

Supervision Received: General supervision from the Staff Services Manager I, Chief of the Contracts and Grants Unit.

Supervision Exercised: None.

Description of Duties: The OT acts as the Office of AIDS' liaison with DHS Accounting Section; reviews invoices; researches problems/errors; monitors funding balances; and is responsible for maintaining a working knowledge of all rules and regulations regarding prompt payment for services.

Percent of Time	Essential Functions
55%	Reviews invoices from contractors for accuracy, ensuring reported expenditures are appropriate and budgeted line items are not exceeded; prepares and forwards invoices to DHS Accounting Section for payment; posts, verifies, balances, and adjusts accounts by key entering the information into a database; maintains an invoice tracking system; provides technical and administrative consultation to contract monitors and contractors on reimbursement procedures; maintains a familiarity with invoice processing procedures as stated in the State Administrative Manual and develops a familiarity with local health departments' accounting procedures; using a personal computer to key enter the information, supports HIV prevention contract monitors by maintaining expenditure and budget data for current and closed contracts; and resolves invoice problems/errors.
15%	Develops a thorough understanding of CALSTARS for the purpose of coding, monitoring, and reconciling program expenditures and reviewing CALSTARS reports from DHS Accounting Section and key enters that info into a database; reviews monthly CALSTARS reports to verify that invoices are charged appropriately; and provides technical assistance and training on the interpretation of CALSTARS reports and procedures.
15%	Prepares accounting and statistical reports and helps maintain various fiscal and tracking databases and spreadsheets by key entering the information into a database.

10%	Provides support to program staff in the development of various grant budgets.
Percent of Time	Marginal Functions
5%	Other duties as required.

Employee's signature	Date	Supervisor' signature	Date